

Casualty Assistance

This fact sheet applies to U.S. appropriated fund civilian employees and their dependents.

In the event of the death of a civilian employee, or a dependent family member, the Civilian Personnel Flight (CPF), Employee Management Relations section, 435 MSS/DPCE, should be notified immediately. The following guidelines are provided to assist you in the event of an employee death.

1. When the death of U.S. appropriated fund civilian employee occurs on the job, the immediate or higher level supervisor, a Chaplain and a Civilian Personnel Flight (CPF) representative will immediately visit the deceased's family to inform them of the death. When death occurs outside the normal duty hours, or the employee is on temporary duty (TDY), the Next of Kin (NOK) may have been notified by other sources. If the NOK has not been notified, notification will be accomplished as discussed above. The Employee Management Relations (EMR) specialist is authorized to serve as the notification officer in cases where management officials are not available.
2. The time and attendance sheet, which reflects the date of death, should be prepared and hand carried to the payroll customer service representative immediately, but no later than the morning following the employee's death. Geographically separated units (GSUs) may contact the EMR specialist at the CPF for assistance.
3. Prepare SF-52, Request for Personnel Action, and submit to the CPF.
4. Advise NOK of EMR specialist's name and telephone number.
5. Advise the orderly room to prepare emergency travel order for spouse to accompany remains to destination of funeral service.
6. Complete CA-6, Official Superior's Report of Employee's Death, if death resulted from an on-the-job injury.
7. Secure employee's personal property for later disposition IAW AFI 34-244 and JTR, Vol 2, Chapter 6, Part B.
8. Arrange for turn-in of government property charged to employee.
9. Obtain clearance sheet from CPF and process.

A key reminder to all supervisors is to ensure that current emergency contact information is recorded on each employee's AF Form 971, Supervisor's Record of Employee. It is important that each employee provide a local point of contact as well as a stateside point of contact. Information should include complete mailing address and telephone number for each emergency contact.

For additional information, please contact 435 MSS/DPCE, DSN 480-2008.